

**BY ORDER OF THE COMMANDER  
RAF MILDENHALL**

**MILDENHALL INSTRUCTION 31-102**

**19 APRIL 2012**

**Security**



**CRIME PREVENTION/LOST, ABANDONED  
OR UNCLAIMED PROPERTY (LAUP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, 28 October 2011. This instruction applies to all personnel assigned or attached to the 100th Air Refueling Wing (ARW), including tenant units. The 100th Security Forces Squadron Investigations Section (100 SFS/S2I) is the point of contact for any questions pertaining to this instruction and maintains and disposes of records in accordance with applicable tables and rules. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may not be supplemented at any level. See **Attachment 1** for a Glossary of References and Supporting Information. Requests for waivers must be submitted with justification to publication OPR.

***SUMMARY OF CHANGES***

Changes to MILDENHALLI31-102, *Lost Abandoned or Unclaimed Property (LAUP)* are administrative changes. This document is substantially revised and must be completely reviewed. Chapter three added to include Crime Prevention information.

## Chapter 1

### TERMS

**1.1. Lost, Abandoned, or Unclaimed Property (LAUP).** LAUP is defined as any property in the possession, custody or control of a government agency, which was lost, abandoned or unclaimed. The property will be considered abandoned after efforts to locate its owners, their heirs, next of kin or legal representative are unsuccessful after 45 days.

**1.2. Security Forces Investigations (S2I).** S2I is the holding agency for LAUP within the 100th Security Forces Squadron (SFS). The SFS will generally not take custody of property (except weapons, ammunition, narcotics or contraband) left with another installation agency (luggage left by passengers at the passenger terminal, personal property left in or around barracks, exchanges and commissaries, etc.). S2I will train custodians and provide guidance on preparing documents upon request. NOTE: Refer to MILDENHALLI 31-204, *Traffic Code*, 26 September 2011, for abandoned vehicle disposition procedures.

**1.3. Holding Agency.** An agency in physical possession, custody or control of LAUP.

**1.4. Property Disposition Board (PDB).** A board of three or more commissioned or non-commissioned officers or civilians appointed by the installation commander to complete the following: prepare an inventory of the LAUP, including its estimated current fair market value; ensure the property is kept safe; conduct inquiries to ascertain or locate the owner or owners or their heirs, next of kin or legal representative. The Property Disposition Board Officer (PDBO) and those affiliated with the Defense Reutilization and Marketing Office (DRMO) cannot be members of the board.

1.4.1. The PDB appointment letter will be accomplished annually or as changes occur. The 100 SFS/S2I (DSN 238-3536) is responsible for this process.

**1.5. Inventory.** A log maintained by an agency holding LAUP. The inventory includes the date property was received, property description, the release date and disposition.

1.5.1. If any discrepancies are noted during the inventory, the commander of the holding agency will be notified in writing.

## **Chapter 2**

### **PROCEDURES**

#### **2.1. Procedures.**

##### **2.1.1. PDB.**

##### **2.1.2. PDB members will:**

2.1.2.1. Examine the property and prepare a written and dated inventory of the property, including its estimated current fair market value.

2.1.2.2. Conduct diligent inquiries to ascertain or locate the owner or owners or their heirs, next of kin or legal representatives

2.1.2.3. Ensure the property is kept in safekeeping by the holding agency to prevent theft, pilferage or unwarranted deterioration.

#### **2.2. Holding Agency.**

2.2.1. Unit Commanders or designee's appoint an abandoned property custodian to safeguard, control and dispose of found property within their agency and implement procedures as required.

2.2.2. Designate a drawer, closet, locker or room which can be secured with a lock for temporary storage of LAUP. Ensure limited access to the storage area is maintained.

2.2.3. The property custodian will attempt to locate the owner of the property by making a reasonable effort to return property to the owner.

2.2.3.1. When the owner has been identified, return the property to the owner in person or by certified mail. A receipt with the owner's signature must be obtained when returning property.

2.2.3.2. When the owner has not been identified after the required waiting period, notify the PDB. A member of the board will conduct a Fair Market Value assessment of the property. Complete a typed and dated inventory listing a general description of the property held by the holding agency prior to releasing it to anyone other than the owner. Do not dispose of unidentifiable property for at least 45 days unless released to the owner.

#### **2.3. Disposition Instructions.**

2.3.1. Identifiable Property. Holding agencies receiving identifiable property (identification card, driver's license, checkbook, credit card, etc.) must attempt to contact the owner. If the owner can be contacted, the property will be returned. Annotate the inventory with the owner's name and when the property was returned to the owner. If the owner cannot be contacted, release the property to the issuing agency (Bank, Passport Office, Pass and Registration Office, Military Pay and Finance Office, etc.). Do not dispose of identifiable property for at least 120 days unless released to the owner. Note: Consult 100 ARW/JA prior to releasing any item with a Fair Market Value assessment over \$500.00.

2.3.2. Unidentified property will be released to an agency listed below or to any Non-Appropriated Funds Instrumentalities (NAFI). (Airman's Attic, Red Cross, Thrift Shop, Family Support Center, etc.) Note: Unidentified property will not be disposed of for at least 45 days.

2.3.3. Funds. Any currency and negotiable instruments, including stocks, bonds, and government checks will be released to 100 CPTS/FMFS.

2.3.4. In the event a property owner attempts to claim property after it has been disposed of, contact 100 ARW/JA for guidance. For funds that have been already released, contact 100 CPTS/FMFS.

2.3.5. Contraband (narcotics and weapons) will be released to S2I immediately.

2.3.6. Items such as toilet articles, cosmetics, used, soiled personal items, and undergarments with no value except to the original owner are excluded from the expanded processing for LAUP. The PDB will ensure these items are listed on the property inventory, but shall be discarded by the holding agency with such action annotated in the remarks portion of the inventory listing.

2.3.7. Hazardous materials will be release by the holding agency to Civil Engineering to be properly disposed of.

2.3.8. Gas mask inserts may be released to 100 Logistic Readiness Squadron (LRS), bldg 550.

2.3.9. Cellular Phones (after all memory has been cleared) may be released to 100 Communications Squadron (CS), bldg 586.

2.3.10. Government property may be released to 100 LRS, bldg 550.

2.3.11. Religious Items (other than jewelry) may be released to the Chapel, bldg 474.

2.3.12. USAF Services and club cards will be released to NAF accounting office, bldg 450.

## Chapter 3

### DEFINITIONS

**3.1. Definition.** Crime prevention is a pattern of attitudes and behaviors directed both at reducing the threat of crime and enhancing the sense of safety and security to improve the quality of life in our society and help develop environments where crime cannot flourish.

3.1.1. The Air Force Vision. The goal of the Air Force crime prevention program is to eliminate or minimize the opportunity and desire to engage in criminal activities. Prevention and elimination of crime are quality of life issues.

3.1.2. Crime prevention is more than a single focus, law enforcement effort. Effective crime prevention requires interaction among commanders, staff, officers, NCOs, Airmen, civilian employees, and dependents.

**3.2. Objectives.** In order to have a effective program, we must clearly describe and widely publicize crime prevention objectives, which include:

3.2.1. Upgrade the protection of personnel and property by educating people to recognize and avoid situations in which they are likely to end up the victim of an assault or robbery. Encourage the installation to invest in better locks; stress the need for consistent use of existing locks and safeguards.

3.2.2. Increase surveillance by encouraging residents and workers to challenge unidentified individuals in dormitory, housing, and work areas; establish neighborhood watch programs; encourage permanent marking of property.

3.2.3. Achieve maximum involvement of the Air Force community and Security Forces in crime prevention activities.

3.2.4. Crime prevention is everyone's responsibility. All members of the base community must be convinced of the need to protect themselves, their neighborhoods, and work areas by supporting crime prevention goals.

**3.3. Role of Security Forces.** The role of Security Forces, though pivotal to crime prevention, is that of an educational, technical, and supportive resource--an "enabler or catalyst" rather than a "doer." The primary role of Security Forces law enforcement is that of installation entry control, preventive patrol, armed response, detection, and investigative services. Security Forces also provide equally important technical services such as physical security and resources protection.

**3.4. Basic Crime Prevention Programs.** As a primary source of information on crime patterns, Security Forces should provide guidance to the community on prevailing kinds of crime and the specific mode of operation used by criminals. RAF Mildenhall has its own unique community environment and crime prevention needs. Some successful programs help prevent the most prevalent types of crime occurring on Air Force bases, includes:

3.4.1. Operation Crime Stop. An essential element of crime prevention is the prompt and accurate reporting of imminent crime situations or criminal acts. Some people will report their observations to police only when they know they can remain anonymous. Operation Crime Stop helps overcome reluctance to become involved with Security Forces by providing a single telephone line for crime reporting while allowing witnesses to remain

anonymous. Crime Stop provides a safe way to report suspected or actual crimes anonymously. Anonymous crime reports can include school crimes, such as persistent bullying, domestic violence, suspicious activity, threatening acts or behavior, possession of weapons and or the use or sale of illegal drugs. RAF Mildenhall's Crime Stop number is DSN: 238-9911 or Comm. 01638-54-9911.

3.4.2. Operation Identification. The Operation Identification program, referred to by the logo "OPID", is a crime resistance technique which individuals use to deter burglaries and larcenies. It also provides investigative leads that increase the chances of solving crimes.

3.4.2.1. OPID encourages owners of high value or pilferable property to permanently mark their property with an identifying number. This gives a way to identify the property and to establish ownership. Use the Service prefix —AF followed by the owner's last name, plus last 4 digits of his/her social security number. Photograph property not easily marked like rings, watches, silverware, etc.

3.4.2.2. Mark the property by engraving, etching, or by using fluorescent marking devices. Security Forces should maintain one or more electric engravers or other marking devices at the BDOC for checkout by interested personnel.

3.4.3. Crime Hazard Identification Program. One goal of crime prevention is to identify, report, and eliminate as many crime hazards as possible, and thus reduce the opportunity for crime.

3.4.3.1. Crime Hazard Reminder. When possible, Security Forces should leave crime hazard reminders when they discover insecure vehicles, office areas, equipment, or unattended property.

3.4.4. Citizen Awareness Program. The thrust of this program is to educate the base community on crime prevention. Base newspapers and other media are good ways to get the word out on typical crimes, victims, and offenders. Additionally, the installation crime prevention program manager may brief all newly assigned personnel on the local crime program, with an emphasis on precautions to avoid becoming victims of crime. The installation crime prevention program manager conducts this briefing weekly at the RAF Mildenhall Newcomers briefing.

3.4.5. Selective Enforcement. Selective enforcement focuses Security Forces manpower on local crime and incident problems. It is based on accurate analysis of the time, place, type, and frequency of incidents or violations. The crime prevention program manager tabulates information from complaints, and reports of offenses and vehicle accidents.

3.4.6. Physical Protection Surveys. Security Forces units may establish a program to offer physical protection surveys to residents of base housing, dormitories, and to supervisors of activities not normally inspected or surveyed under the resource protection program. These surveys educate personnel about how to protect themselves and their property. The survey is a critical analysis of the physical protection of the facility.

**3.5. Neighborhood Watch Program.** The goal of this program is to foster a sense of community policing where the criminals know all the residents are looking out for each other. This is accomplished by being visible and patrolling the neighborhood. The RAF Mildenhall housing community's neighborhood watch program was established to combat community

apathy by organizing citizens in concert with security forces to reduce or remove the opportunity for crime by training citizens to watch out for their neighbor's property and well being. Security forces as well as neighborhood watch committee members perform actions to reduce crime in RAHM housing areas. The 100 SFS Police services will act as the hub for neighborhood watch block captains to act as liaisons between housing residents and the coordinator in order to disseminate information on suspicious activity. Police Services will be the contact point for visiting and inviting new residents to join the neighborhood watch program. Housing residents may obtain information on gang awareness/activity and other crime prevention and crime-related issues within the community.

**3.6. Neighborhood Watch Coordinator.** The coordinator will preside over neighborhood watch meetings and maintain a master listing of all committee members. He/she will also act as the liaison and disseminate information between security forces and block captains. The coordinator will direct block captain activities, provide crime trend analysis, and determine new crime prevention initiatives.

3.6.1. Neighborhood Watch Block Captains. Block captains will act as the liaison between the neighborhood watch coordinator and the residents of their assigned area, address resident concerns, and recruit new members for 100-percent block participation. Block captains will conduct meetings with residents and maintain telephone/email listings for members within their assigned block. They will be responsible for organizing 2-person walking or driving patrols, disseminating updated crime trend analysis, and conducting crime prevention surveys.

3.6.2. Neighborhood Watch Members. Members will attend neighborhood watch block captain meetings, participate in walking patrols and crime surveys, and contact security forces and block captains to report any suspicious activity.

3.6.3. Security Forces. Security forces will notify the neighborhood watch coordinator of crime trend analysis; meet with block captains and members to discuss crime problems, strategies, and new initiatives; proactively patrol identified hot spots to reduce crime; and respond to incidents in housing or coordinate with local authorities when security forces patrols are unavailable.

3.6.4. Neighborhood Watch Patrol Guidance. Always patrol in teams of at least two and never alone. Patrols will never carry a weapon of any kind and must bring a cellular telephone, something to write with, and a flashlight if it is dark. Patrols have no policing powers, are non-confrontational and will coordinate their activities with security forces. They will never challenge or attempt to apprehend anyone, and will not respond to incidents.

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Commander



**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 31-206, *Security Forces Investigations*, 16 September 2009

MILDI 31-204, *Installation Traffic Code*, 26 September 2011

DOD Manual 4160.21, *Defense Reutilization and Marketing Manual*, 18 August 1997

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**ARW**—Air Refueling Wing

**CPTS**—Comptroller Squadron

**DD**—Department of Defense

**DRMO**—Defense Reutilization and Marketing Office

**LAUP**—Lost, Abandoned or Unclaimed Property

**LRS**—Logistic Readiness Squadron

**NAFI**—Non-Appropriated Funds Instrumentalities

**PDB**—Property Disposition Board

**PDBO**—Property Disposition Board Officer

**SFOI**—Security Forces Investigations

**SFS**—Security Forces Squadron

**USAF**—United States Air Force